

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the document. Click the "Submit" button.

Corrections before Submission

1. If after reviewing the invoice and receiving report information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click "Create Document" then "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices or receiving reports are to be created, choose "Return". This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://www.abm.rda.hq.navy.mil/navyaos/content/view/full/99>

DISA Ogden Help Desk

1-866-618-5988

cscassig@ogden.disa.mil



W A W F Quick Reference

Creating a Document from Template



Creating a Document from Template

Vendors have the capability to use a **previously submitted document** as a template on Submission of a new document.

Getting Started

1. Go to the WAWF Production Site at <https://wawf.eb.mil>
2. Click on “Logon” and type your user ID and Password and click “Submit”.
3. Click the “Vendor” link on the left side of the screen.
4. Click on the sub-link for “Create New Document”.
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

7. Enter the Pay DoDAAC, and click “Continue”.
8. Click on the radio button to select the document type and check the “Template” box to create the invoice from a previous invoice. Input the Document (Shipment / Invoice / Voucher) Number of the requested template documents. Click “Continue”.

Search For:

Invoice No.

☐ Template

☒ Active Documents ☐ Archived Documents

Select Document to Create: *

9. The database is queried for a list of available documents based on information provided and the listing of documents displays. Select a document and click “Continue”.

Routing Information

10. After the template document has been selected and the page submitted, the routing codes are displayed. Either change these codes or confirm that these are the codes desired on the new document.

Header Tab

11. Type shipment number, shipment date, invoice number and invoice date.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
N2536DF45872	1M3W0	N68688	
Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Acceptor * / Ext.	Ship From Code / Ext.	LPO DoDAAC * / Ext.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Line Item Tab

12. Update the line item information if necessary.

Add CLIN/SLIN

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SDN	ACRN	Amount			
<input type="text"/>	<input type="text"/>	<input type="text"/>			\$ 0.00
Description *					
<input type="text"/>					

Discounts Tab (Optional)

13. Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the “Save Discount” button.

Document Level Discount Terms:

Discount Percentage	Due Days	Actions
<input type="text"/>	<input type="text"/>	
Discount Amount	Discount Date	Actions
<input type="text"/>	<input type="text"/>	
Net Days		Actions
<input type="text"/>		

Comments Tab (Optional)

14. Click the “Comments” tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

15. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

Submitting the Document

Note: For the “Template” function, please verify the information that is pre-populated before submitting the document.

16. Click the “Header” tab to return to the data capture screen.
17. Click “Create Document” and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to “Submitting” the Combo invoice.
18. When everything is correct, click Submit” (first for the invoice, then for the receiving report). You will receive two email notifications (one for the invoice and one for the receiving report).